

25X1A

7 March 1955

Supply Operations Branch, Supply Division

The following is an analysis of estimated filing activity within the Unit for period 1 July through 31 December 1954:

a. Credit Voucher Files

- (1) Preparation of file folder for each voucher number assigned (each requisition)
- (2) Filing the following documents:

(a)	Suspense and ditto master	9240
(b)	Coding documents attached to requisitions (locals)	7560
(c)	Purchase return copies of requisitions	4850
(d)	Signed receipts (requis.)	9240
(e)	Warehouse refusals	300
(f)	Expedite notices	840
(g)	Correspondence	120
(h)	Back order releases	
	Suspense	2712
	Coding documents	2712
	Signed actions	<u>2712</u>
		8136
(i)	Yellow shipping documents	1680
(j)	Green shipping documents	1680
(k)	Pink shipping documents	1680
(l)	Partial shipments	
	(Average of 2 per cargo, yellow, green, pink VED's)	3360
(m)	Recipient's copy of receiving	3240

b. Debit Voucher Files

- (1) Preparation of file folders
- (2) Filing the following:

(a)	Reproduction	603
(b)		178
(c)		169
(d)		7332
(e)		50
(f)		10
(g)	Miscellaneous	1314
(h)	Adjustments	168

c. Request for files

2400

TOTAL DOCUMENTS PROCESSED AND FILED  
(6 months period)

64,150

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~~SECRET~~